

## SPP/ICA REGULATIONS



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In the interest of good governance and in accordance with chapter XIX, art. 61 of the ICA CONSTITUTION as adopted in 2004, the present regulations codify comprehensively the fundamental principles and rules governing the functions and work of the SPP/ICA and its organs.

## **I AUTHORITY AND MANDATE OF SPP/ICA**

1. (1) Being a section of the International Council on Archives (ICA) under chapter XIX of its CONSTITUTION, the section is officially named: Section of Archives and Archivists of Parliaments and Political Parties SPP/ICA).  
(2) Within the general objectives of ICA as set out in chapter III of the CONSTITUTION, the SPP/ICA at the international level aims to
  - a. promote professional and scholarly co-operation and communication between archives and archivists of parliaments, political parties, and politicians;
  - b. draw attention to the existence of archives of parliaments, political parties, and politicians and to promote their interests;
  - c. achieve recognition of the professional status of archivists in charge of the archives of parliaments, political parties, and politicians;
  - d. ensure the preservation of the historical heritage, and promote knowledge of it, and allow access to it and use of it in as equitable and co-operative a manner as possible.

## **II MEMBERSHIP OF SPP/ICA**

2. The Section comprises
  - a. the archives services of parliaments, political parties, and politicians, category "C" members of the ICA
  - b. the archives services of organizations such as foundations, associations and others, category "C" members of the ICA, working with records similar to those referred to in a. above;
  - c. category "D" members of the ICA working or having worked as archivists for institutions similar to those referred to in a. and b. above.
3. Joining and resigning are via the Secretariat of ICA (ICA CONSTITUTION, 2004, chapter IV, art. 11).

## **III ORGANS OF SPP/ICA**

4. The organs of SPP/ICA are
  - a. the Plenary Assembly (PA/SPP);
  - b. the Steering Committee (SC/SPP)
  - c. the President;
  - d. the Secretary;
  - e. the Treasurer
  - f. the Auditor
  - g. Standing Working Groups of archives of parliaments, political parties, and politicians;
  - h. Ad-hoc Working Groups

## **IV THE PLENARY ASSEMBLY**

5. The members of SPP/ICA shall meet preferably once a year, but at least every two years, and have the right to speak and to vote at these meetings (ICA, CONSTITUTION 2004, chapter XIX, art.60 para.2)

6. (1) At the meetings of the PA/SPP every category "C" member of the Section may be represented by one representative exercising the right to speak and to vote for the respective member.  
  
(2) At the meetings of the PA/SPP every category "D" member of the Section has the right to speak and to vote.  
(3) Archivists of parliaments, political parties, and politicians not being members or representing a member of the SPP/ICA are free to attend the meetings of the PA/SPP as observers with the right to speak.
7. (1) A preliminary agenda including the location, the date(s) and the envisaged time of the meeting will be distributed to the members by the Secretary or the President at least eight weeks prior to the meeting.  
(2) The final agenda will be sent out at least 14 days before the meeting. The period of time between distributing the preliminary Agenda and the final Agenda is to be six weeks at least.
8. The meeting will be chaired by the President of the Section
9. (1) Motions may be submitted in writing by any member of the Section 21 days by the latest before a meeting of the PA/SPP; such motions are to be tabled to the Secretary and the president.  
(2) In the course of a meeting procedural motions may be submitted in writing or orally by any member present or represented.
10. (1) The PA/SPP decides by the majority of the votes cast.  
(2) If the result of the vote is equal, the question is deemed to be in the negative.
11. (1) The PA/SPP, on the proposal of the SC/SPP, establishes and updates the SPP/ICA Regulations.  
(2) The Regulations come into force after the approval by the ICA Executive Board.
12. (1) The official record of the meetings and decisions of the PA/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken.  
(2) The Minutes of Proceedings shall be sent to the SPP/ICA members having been present to the meeting within six weeks after a meeting.  
(3) Upon reception of Minutes of Proceedings, the SPP/ICA members having been present to the meeting shall have three weeks to send to the Secretary their approval or any corrections. This final decision on correction is incumbent on the President.  
(4) The Minutes of Proceedings are public documents. For the interest of SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of Proceedings in the SPP/ICA website as soon as possible.

## V STEERING COMMITTEE

13. The SPP/ICA shall elect a bureau [Steering Committee] and the auditor at the meeting of its members held in association with the International Congress on Archives (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para.3)
14. (1) The membership of the SC/SPP shall consist of the President, Vice-Presidents, up to two Secretaries, the Treasurer and at least three other members, who must be working in the field of administration or preservation of records and archives, or of archival training and education and who may serve no more than two consecutive terms in the same position (ICA, CONSTITUTION 2004, chapter XIX, art. 60 para.4)  
(2) One Vice-President is to be elected out of the members representing archives services of Parliaments. One Vice-president is to be elected out of the members representing archives services of political parties or politicians.  
(3) If the President or a Vice-president resigns in the course of the electoral term, the Plenary Assembly at its next meeting elects a successor for the remaining part of the electoral term.
15. (1) The SC/SPP shall meet at least once a year and whenever convened by the President or upon the request of one-third of its members (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para.5).  
(2) The members of the SC/SPP shall be notified of the location, date(s) and time of a meeting at least eight weeks in advance.

- (3) 14 days before a meeting, the members shall receive by e-mail the agenda and, when necessary, the documents to be discussed at the meeting..
- 16.** (1) One third of SC/SPP members, including the President, shall constitute a quorum.  
(2) When necessary, formal decisions made by the SC/SPP shall be reached by a vote of its members. The SC/SPP decides by the majority of the votes cast.  
  
(3) If the result of the vote is equal, the question is deemed to be in the negative.
- 17.** If deemed useful, the SC/SPP may co-opt additional members for the term to be completed..
- 18.** (1) The official record of the meetings and decisions of the SC/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken..  
(2) The Minutes of Proceedings shall be sent to the SC/SPP members having been present to the meeting within six weeks after the meeting.  
(3) Upon reception of Minutes of Proceedings, the SC/SPP members having been present shall have three weeks to send the Secretary their approval or any corrections. The final decision on correction is incumbent on the President.  
(4) The Minutes of Proceedings are public documents. For the interest of the SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of proceedings in the SPP/ICA website as soon as possible.

## **VI PRESIDENT AND THE VICE-PRESIDENT(S)**

### **19. The President**

- a. Represents the SPP/ICA in the Annual General Meeting, CITRA, Executive Board, and Programme Commission of the ICA;
- b. Convenes and presides over the meeting of the PA/SPP and of the SC/SPP;
- c. Is responsible for SPP/ICA programme activities (schedule of meetings, professional themes) with attention to the overall priorities of the ICA;
- d. Draws up professional programmes of SPP/ICA;
- e. Communicates internally with members of SPP/ICA and with the rest of the ICA;
- f. Takes action to increase the membership of SPP/ICA particularly at the institutional level and especially in regions under-represented in the Section;
- g. Takes action to find funds available for SPP/ICA.

### **20. The Vice-President**

- a. Assist the President in internal communication and in managing the SPP/ICA programmes;
- b. In the absence of the President, a Vice-President legally represents the SPP/ICA.
- c. The Vice-President elected out of the members representing archives services of Parliament chairs the meetings of the Standing Working Group of Parliamentary Archives.
- d. The Vice-President elected out of the members representing archives services of political parties or politicians chairs the meeting of the Standing Working Groups of Political Party Archives and of Archives of Politicians.

## **VII THE SECRETARY**

### **21. The Secretary**

- a. Helps in organising meetings (conferences) and keeps the Minutes of Proceedings of the PA/SPP and SC/SPP;
- b. Is responsible for the internal administration and communication in co-operation with the President;
- c. Manages the campaign directed to increase of membership especially from under-developed regions.

## **VIII THE TREASURER**

### **22. The Treasurer**

- a. Is responsible for the management of the budget at the disposal of the section (under the supervision of the ICA Treasurer);
- b. Reports to the PA/SPP;
- c. Submits the accounts of the SPP for annual audit to the Auditor

## **IX THE AUDTOR**

### **23. The Auditor**

- a. Reviews the accounts submitted by the treasurer;
- b. Reports to the PA/SPP
- c. Applies to the PA/SPP for exoneration of the Treasurer

## **X WORKING GROUPS**

### **24. Standing Working Groups**

(1) In accordance with the composition of the Section comprising the archives services of parliaments, political parties and politicians (para.2 subpara.a), the Standing Working Groups consist of

- a. a Working Group of Parliamentary Archives;
- b. a Working Group of Political Party Archives;
- c. a Working Group of Archives of Politicians

(2) The function of the Standing Working Groups is to carry out tasks specific to the particular kind of archival services they represent.

### **25. Ad hoc Working Groups**

The SC/SPP may set up Ad hoc Working Groups to carry out specific tasks of the Section

## **XI HONOURS**

**26.** . The PA/SPP may on proposal of the SC/SPP and by unanimous decision confer

- a. the status of Honorary President to one member of the SPP/ICA not being in active service and having rendered eminent service to the Section and/or the profession;
- b. the status of Honorary Member to up to four members of the SPP/ICA not being in active service and having rendered excellent service to the Section and/or the profession

## **XII OFFICIAL LANGUAGES OF SPP/ICA**

**27.** (1) The working languages of SPP/ICA shall be English and French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1).

(2) The official communication and correspondence of SPP/ICA shall be in English and/or French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1)

## **XIII DATE OF EFFECTIVENESS**

**28.** These Regulations shall come into force immediately following its adoptions by the Executive Board of the ICA on June 2009